



The British Building Maintenance Awards 2010

Recognising Excellence, Achievement and Innovation in
Building Maintenance, Management and Estates Services

November 2010, London

Competition Guidelines for Contestants

The purpose of the Awards is to identify and recognise outstanding projects in the field of building maintenance and management. The Awards provide applicants/contestants with the opportunity to 'showcase' and promote their achievements to the industry as a whole. Every year the Association extends an invitation to organisations and individuals to enter the competition. The building maintenance and management industry is a huge, varied and complex area of activity accounting for around 50% of the construction sector output, and the types of projects entered for the British Building Maintenance Awards reflect the eclectic nature of the industry.

Entries have been received from defence establishments, housing associations, educational establishments, hospitals and local authorities. The projects themselves have 'dealt' with intelligent buildings, wastes management, procurement strategies, stock condition surveys, rising damp, refurbishment and training.

The Institute of Maintenance and Building Management (IMBM) has been organising the British Building Maintenance Awards since 1995.

In April 2008, the IMBM was incorporated into the Association of Building Engineers (ABE), and the ABE is proud to be able to continue the running of these highly acclaimed and successful Awards.

Closing Date for nominations is 29 August 2010.



Formerly an IMBM event, previous winners include:
2007 Cardiff Castle House and Clock Tower Exterior Conservation
2006 Chesterfield Borough Council
2005 Dundee City Council – Morgan Academy Restoration
2004 Dewis Chartered Surveyors
2003 GSH (Ireland) Ltd
2002 Barnsley Metropolitan Borough Council

2001 Coventry University
2000 Unicorn Consultancy Services
1999 Drum Housing Association
1998 Glasgow City Council
1997 Lewisham Housing
1996 Poole Hospital NHS Trust
1995 St Mary's Hospital NHS Trust, Isle of Wight

WHO IS ELIGIBLE TO ENTER THE COMPETITION?

Entry is open to any organisation or individual involved in building maintenance and management, defined as 'those activities relating to the process of building maintenance, modification, conservation, restoration and repair, including the associated engineering, building and support services, and the management and operations strategies employed therein'. These projects will be live/underway and/or preferably completed in the last three years and, if possible, have comparative statistics available. Applicants should be advised that proposed projects will not be considered without supporting comparative statistics/data.

In addition – new build projects will be considered if design, materials, construction techniques, management and/or operational strategies employed in the erection or operation of the structure provide demonstrable benefits or advantages in the context of long-term building maintenance and management.

THE SUBMISSION

The submission should be as comprehensive as possible and structured to include the following suggestions:

1. Introduction

- Was the structure new or not, a single structure or part of a group of buildings?
- Was its situation important?
- If an existing structure, why was it chosen for this project?
- If a new structure, was its siting specific?

2. Background

- What was the brief, were there any special requirements?
- Who was consulted, e.g. the end user(s), owner, contractors, etc?
- Were there any special considerations to be taken into account?
- What was the aim of the project?

3. Applications/Implementation

- Were there any unforeseen difficulties in the perceived idea?
- If so, how were they overcome?
- What was the relationship between client and contractor?

- How were special materials selected?
- Were new technologies and/or techniques employed?

4. Benefits

- On the assumption that the structure is in use, were/are the benefits immediate or will they be cumulative?
- Is there evidence of energy conservation?
- Has the health and/or safety of occupants improved?
- Has the maintenance function improved; is this down to the ingenuity of the maintenance manager or the structure itself?
- Are the client and user(s) satisfied with the structure?

5. Summary and Conclusions

- An overall picture of the above
- Can the project be illustrated to others as 'good practice'?
- Will the new technologies and/or techniques used be used in another project?
- Has the project had an impact on the local community/public?

Three copies of the submission should be presented in A4 format (e.g. ring binders) to enable further photocopying prior to consideration by the judges. Plans, drawings and other documents larger than A4 should also be submitted in triplicate and clearly referenced in the main submission.

Submissions must be accompanied by the completed entry form at the back of this guide. You may photocopy the page if preferred. Acknowledgements will not be made, but you may contact ABE on 01604 404121 to ensure that your submission has arrived safely, and if you require any further advice or information.

Closing Date for nominations: 29 August 2010

GLOSSARY OF TERMS

- Submission:** those documents (text, photographs, drawings, plans, graphical, tabular, etc.) submitted, which describe and illustrate those activities and achievements to be considered for the British Building Maintenance Awards.
- Project:** those activities (which may include research, planning, preparation, implementing, executing and monitoring) necessary to achieve planned objectives.



THE JUDGING PROCESS

Each eligible submission will be considered by each of the British Building Maintenance Award judges. There will be a minimum of three judges and a maximum of ten judges. All judges will be senior industry professionals approved by the ABE's Executive Team to carry out this role.



Marks awarded to each submission by each of the judges will be collated. Using these collated marks, a shortlist of submissions will be established. The shortlist usually contains a minimum of five entries.

Each of the shortlisted entries will be visited by one or more of the judges on a mutually convenient date. Such site visits will usually take between two and four hours. The purpose of the site visit will be to corroborate the contents of the

submission and to further explore such issues as are deemed appropriate by the judge(s).

Marks awarded to projects following the site visit will be added to the existing collated marks. The entries with the highest scores will be invited to attend the British Building Maintenance Awards presentation dinner, to be held November 2010, when the winner and runners up will be announced and the Awards presented.

It is a requirement of entry that all contestants are able to attend if requested (two complimentary invitations per entry, further tickets will be available to purchase).

COMPETITION CRITERIA

All submissions to the British Building Maintenance Awards will be assessed against ten criteria. These have been developed to accommodate the broad and varied nature of the building maintenance and management industry. In practice, this means that it is highly unlikely that any one submission will score highly against all ten criteria. Depending on the nature of the project, different entries will score highly against different criteria.

1. User satisfaction – detail, giving examples, of how the user of the building/project benefits in terms of overall satisfaction of the project. Users, staff, tenants, customers etc. should all be included in this section.

2. Criticality of implementation – indicate the reasons for undertaking the project. These may include imminent failure of a structure, changes to legislation, improved service, health and safety issues, etc.

3. Innovation and excellence – details of design, including new or traditional materials, best work practices or partnering, and methods of working.

4. Financial advantage – detail how a financial advantage has been achieved through the implementation and concept of the project. Include details of improved systems, refurbishment versus new build, productivity, etc.

5. Project owner satisfaction – detail the suitability of the project to the needs and expectations of the project owner, in addition to the user. Include details of what went wrong and how problems were overcome.

6. Submission documents – the submission documents must have clarity and be clearly laid out. Include as much evidence as possible to support the submission, e.g. photographs, drawings, surveys, reports, and show credibility of evidence and argument.

7. Industry impact – detail the likely level of industry interest in the project outcome, design, materials and good work practices.

8. Environmental advantage – detail how the project achieves and promotes sound practice in terms of its environmental advantages. Include any measures to increase efficiency savings and preservation of natural resources. Detail any clear evidence of preservation or conservation of all commodities, and advantages of post-construction activities over new build.

9. Public interest – detail the impact the project would have, or has had, on the general public. Include articles and information showing how the project has been publicised.

10. Project delivery – detail whether the project was delivered on schedule. Provide evidence to support the effective outcome of the project.

IMPORTANT NOTE

It is assumed that all projects submitted for consideration will comply with all statutory and legislative requirements, and such other regulatory systems and codes of practice as are deemed relevant. Where such compliance is not evident and no satisfactory explanation available, the project will not be considered.

Outcomes/Products: may include body of knowledge, system or procedure, artefact, structure or material, circumstances or condition different (better) to that which preceded.

Project owner: that individual, group or organisation responsible for the project.

Client: that individual, group or organisation that requests, commissions, requires the project to be undertaken.

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SUBMISSION ENTRY FORM

Please complete in block capitals, this form may be photocopied

Organisation (if applicable): _____

Name of main contact: _____

Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____ E-mail: _____

Title of submission: _____

Shortlisted submissions will be visited by a site judge. Please provide address if different from above:

_____ Postcode: _____

Summary of submission (no more than 50 words): _____

Declaration

The information contained in this submission is accurate and not proprietary to any other person other than the entrant. Further details to substantiate the information will be given on request. It is agreed that the decision of the judges is final, no correspondence will be entered into and the submission will not be returned.

In return for accepting the submission the ABE is authorised

to publish, free of charge, articles features or graphical information based upon all or selected extracts from the submitted document and/or the case studies supplied. All rights relating to the case studies as published are reserved to the ABE. Full editorial control over the submission entry form and contents of the case studies will remain exclusively within the ABE.

Signed: _____ Print name: _____

Job title: _____ Date: _____

Submissions should be sent to: Association of Building Engineers, Lutyens House, Billing Brook Road, Weston Favell, Northampton NN3 8NW.

Tel: 01604 404121. Fax: 01604 784220. E-mail: building.engineers@abe.org.uk Web: www.abe.org.uk



TERMS AND CONDITIONS

- All material submitted will remain strictly confidential to the judges and the Association's Executive Team.
- Descriptions of submissions from winners and finalists will be published in connection with the Awards. Entrants may, however, mark certain sensitive parts of their entry 'not for publication'.
- The judges reserve the right to disqualify any entry not accompanied by the appropriate supporting documentation.
- Electronic (e-mail) entries will not be accepted.
- Short-listed companies will be notified in advance of the presentation of awards.
- The winner of each category will be announced at the presentation of the awards; under no circumstances will winners' details be disclosed before that time.
- Entries received after the closing date will not be accepted under any circumstances.
- Entries must arrive by the entry deadline of 29 August 2010.
- Your entry will be acknowledged after the 29 August 2010 deadline.
- The judges' decision is final in all cases.